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COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3275

A Bylaw to Establish Procedures to Amend an Official Community Plan or a Zoning Bylaw, Amend a Land Use Contract, Process an Agricultural Land Reserve Application or to Issue a Permit Under Part 26 of the *Local Government Act*

WHEREAS the Board of Directors of the Cowichan Valley Regional District has adopted official community plans, zoning bylaws, and land use contracts;

AND WHEREAS the Board has designated areas in the Official Community Plans within which temporary commercial and industrial permits and development permits are required;

AND WHEREAS the Board has a duty, under the *Agricultural Land Commission Act*, to provide information and a resolution regarding Agricultural Land Reserve applications in the CVRD;

AND WHEREAS the Board must, pursuant to Section 895 of the *Local Government Act*, by bylaw, establish procedures to amend a plan, bylaw or issue a permit;

AND WHEREAS the Board may, pursuant to Section 931 of the *Local Government Act*, by bylaw, impose fees for applications and inspections;

NOW THEREFORE the Board of the Cowichan Valley Regional District in open meeting assembled, hereby enacts as follows:

1. **CITATION**

   This bylaw may be cited for all purposes as the **"CVRD Development Application Procedures and Fees Bylaw No. 3275, 2009"**.

2. **SCHEDULES**

   The following Schedules are attached to, and form part of, this bylaw:
   a) Schedule "A" – Application Forms
   b) Schedule "B" – Fee Schedules
   c) Schedule "C" – General Sign Specifications
   d) Schedule "D" – Sign Information

3. **SCOPE**

This bylaw shall apply to the following:

a) Application, by a party other than the Regional District, for amendment to:
   i) an Official Community Plan;
   ii) a Zoning Bylaw; and
   iii) a Land Use Contract.

b) Applications, by a party other than the Regional District, for a:
   i) Development Variance Permit;
   ii) Development Permit;
   iii) Temporary Commercial/Industrial Use Permit;
   iv) Board of Variance decision; and
   v) *Agricultural Land Commission Act* approval.

c) Subdivision Application Fees pursuant to Section 931 of the *Local Government Act*.

d) Discharge or consent to amendment of a Restrictive Covenant to which the CVRD is a signatory or named party.

e) File review in response to a letter requesting a review of many aspects of a parcel's status such as: present or historical zoning, building permits, bylaw enforcement and other permits.

4. **APPLICATIONS**

a) Applications listed in Section 3 shall be made by the owner of the land involved, or by a person authorized by the owner.

b) Applications for amendments or permits shall be made to the General Manager, Planning and Development Department of the CVRD, on the applicable form, attached hereto as Schedule "A" of this bylaw.

5. **FEES**

At the time of an application listed in Section 3, the applicant shall pay to the CVRD an application fee in the amount prescribed in Schedule "B" of this bylaw, or in accordance with any statute or regulation of British Columbia.

6. **STAFF DUTIES AND REPORTS**

a) Applications shall be received by the General Manager of Planning and Development or a nominated designate;

b) Where any application or administrative process would be within a Riparian Assessment Area pursuant to the *Riparian Areas Regulation* (RAR), the procedures set out therein shall be followed, without being subject to subsections c), d) and e) below;

c) Written reports prepared by the Planning and Development Department shall be submitted to the appropriate Advisory Planning Commission (APC), where these exist, in the case of OCP amendments, zoning amendments and development permits;

d) In the case of development variance permits and Agricultural Land Reserve applications, these will not be sent to an Advisory Planning Commission unless the Director of the affected area specifically requests it, but will instead be the subject of a Planning and Development Department report to the Electoral Area Services Committee;

e) Following step (c) above, once an APC has prepared a recommendation or comments on an application it has considered, Planning and Development Department staff will prepare a report to the Electoral Area Services Committee;

f) The recommendation of the Electoral Area Services Committee will then be considered by the CVRD Board of Directors.

7. DELEGATION OF DEVELOPMENT PERMIT APPLICATIONS

The CVRD Board of Directors delegates the ability to issue development permits to the General Manager of Planning and Development in the following circumstances:

a) where a development permit application has been made pursuant to a Riparian Areas Regulation Development Permit Area or exclusively pursuant to RAR Development Permit Area guidelines;
b) where a development permit would be required only for a sign.
c) where a development permit has been applied for in the Woodley Range Development Permit Area (Electoral Area H).

8. PUBLIC NOTICE

8.1 Statutory References

The public notice requirements for development applications are prescribed in Part 26 of the *Local Government Act*, as illustrated by the following table:

APPLICATION TYPE	***LOCAL GOV'T ACT* SECTION**
Official Community Plan	875
Zoning Bylaw Amendments	903
Development Permits	920
Temporary Commercial/ Industrial Use Permits	921
Development Variance Permits	922
Land Use Contracts	930
Board of Variance	901

8.2 Public Notice Requirements

Public notice, in any case noted in Section 8.1 other than Development Permit applications that do not incorporate a Variance, and Board of Variance applications, when required to be mailed, shall be mailed or otherwise delivered to the owners of parcels located within **60 metres** of the subject property.

8.3 Sign Requirement

a) The applicant, on those parcels subject to an amendment to:
   i) an official community plan or zoning bylaw;
   ii) land use contract, temporary commercial or industrial use permit.
   iii) development variance permit and a development permit that incorporates a variance

   shall erect or cause to be erected a development application sign on the subject property.

b) The development application sign shall be of a form substantially in conformity with the specifications of Schedules "C" and "D", and located in conformity with the following:
   i) the bottom edge of the sign(s) shall be a minimum of 1 metre above the ground, and not more than 1.5 metres above the ground;
   ii) one sign shall be located within 3 metres of the edge of pavement of any fronting road, or on the parcel boundary line, whichever makes the sign(s) more legible for passers-by;
   iii) the sign(s) shall be located approximately at the mid-point along each fronting road or parcel boundary line, except where this requirement would have the effect of obscuring the sign.

c) The development application sign will be erected as soon as practical after application has been made, and shall be kept in place continuously, until after the Public Hearing, for a bylaw amendment, and until after Board of Directors has rendered a final decision, for a permit application. The General Manager of Planning and Development may require proof in a form acceptable to him that the sign has been posted as required by Section 8 of this bylaw.

d) For the purposes of Section 8 of this bylaw, the CVRD may make a series of re-useable signs that conform to Schedules "C" and "D" available to applicants, for a fee as prescribed in Schedule "B".

e) Notwithstanding anything to the contrary in this Bylaw, applicants whose properties lie within Electoral Area F of the CVRD are not required to post development application signs on their property in accordance with this Section.

9. **PUBLIC HEARING**

In the case of applications for amendments to the official community plan and the zoning bylaw, public hearings are governed by Section 890 of the *Local Government Act*. In the absence of the public, a public hearing may be adjourned after a minimum of 15 minutes from the advertised time of commencement of the hearing.

10. **PENALTY FOR POSTPONEMENT OF PUBLIC HEARING**

Any costs associated with the postponement of a hearing, due to failure of the applicant to comply with the requirements of this Bylaw, shall be paid by the applicant, in addition to application fees previously paid.

11. **PROCEDURE AFTER PUBLIC HEARING**

The Board shall, after the public hearing, if any, proceed in accordance with Section 894 of the *Local Government Act*.

12. **PERMIT - ISSUANCE OR REFUSAL**

The Board may, in the case of an application for a development variance permit, development permit, or temporary commercial use or industrial use permit:

a) authorize the issuance of the permit; or
b) authorize the issuance of the proposed permit as amended by the Board in its resolution; or
c) table the permit; or
d) refuse to authorize the issuance of the permit.

13. **REFUSAL**

Where an application has been refused by the Board, the General Manager of Corporate Services or a nominated designate shall notify the applicant in writing within 30 days immediately following the date of refusal.

14. **INACTIVE APPLICATION**

Where an applicant under this Bylaw has not pursued the application for a period of twelve (12) months, after being asked by CVRD staff to provide further information or follow a procedure outlined in this Bylaw, the application is deemed to be inactive, and the file will be closed. If a partial fee refund is due under the Official Community Plan and Zoning Amendment refund policy, it will be issued at the time of file closure. **Approximately three (3) months before file closure or nine (9) months into an inactive period, a warning letter will be sent to the applicant advising them that their file is about to become inactive.**

15. **REFUND**

No refunds are available for any type of applications upon which CVRD Staff have expended time in processing the application, except in accordance with the **Refund Policy** under **Schedule B to this Bylaw – Rezoning/Official Community Plan Fee Schedule**.

Where any type of application has been submitted along with the required fee, and the applicant withdraws an application before staff effort has been expended on the file, a 100% fee refund will be given to the applicant.

16. **REAPPLICATION**

Subject to Section 895 of the *Local Government Act*, reapplication for an amendment or permit that has been refused by the Board shall not be considered within a 12 month period immediately following the date of refusal. The time period respecting reapplication may only be varied by an affirmative vote of at least two thirds of the Regional Board members eligible to vote on the reapplication.

17. **SEVERABILITY**

If any word, section, subsection, sentence, phrase, or schedule of this bylaw is for any reason held invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

18. **REPEAL**

Development Approvals Procedures Bylaw No. 2255, cited as "CVRD Development Approval Procedures Bylaw No. 2255, 2001"; and amendments thereto are hereby repealed.

READ A FIRST TIME this _____ day of _____ , 2009.

READ A SECOND TIME this _____ day of _____ , 2009.

READ A THIRD TIME this _____ day of _____ , 2009.

ADOPTED this _____ day of _____ , 2009.

_____ _____

Chairperson Corporate Secretary

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SCHEDULE A

To CVRD BYLAW NO. 3275

Includes the following Application Forms:

1. Application for Development Permit
2. Application for Development Variance Permit
3. Application for Rezoning and/or Official Plan Amendment, or Land Use Contract Amendment
4. Application for Temporary Use Permit

COWICHAN VALLEY REGIONAL DISTRICT

APPLICATION FOR DEVELOPMENT PERMIT

1. Name of Owner(s) _____
2. Address of Owner(s) _____
3. Telephone No. of Owner(s) _____fax:_____email:_____
4. Name of Applicant _____
5. Address of Applicant _____
6. Telephone No. of Applicant _____fax:_____email:_____
7. Legal Description of Property _____

   _____
8. Civic Address of Property _____
9. Size of Property _____
10. Existing Use of Property _____
11. Adjacent Land Use:

    North _____

    South _____

    East _____

    West _____
12. Zoning _____
13. Official Plan Designation _____
14. Proposed Use of Property _____

    _____

    (additional written material may be attached)
15. Request for Variance ? _____

    _____

DECLARATION PURSUANT TO THE ENVIRONMENTAL *MANAGEMENT ACT*

I, _____, owner of land described above on this application form, hereby declare that the land which is the subject of this application has not to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial purposes and activities (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a site profile under Section 20.11 or any other section of the *Environmental Management Act*.

_____ _____

Signature Date

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

(a) One copy of the legal plan of the property
(b) Scale plan of the property or properties showing true dimensions and shape of the property, the site location of proposed and existing buildings, the approximate location of the buildings on adjoining properties and, where applicable, additional information such as dimensioned floor plans, elevations, watercourses, areas of standing water, etc. (Note: At least one copy of any submissions must be a maximum of 11"x17" in size.)
(c) State of Title Certificate (available from the Land Titles Office, in Victoria or through a title search company, notary or lawyer) and copies of all easement, covenant and right-of-way documents etc. on the title.
(d) Additional material, certified resolutions or comments in support of the application.
(e) Payment of the applicable application fee (see fee schedule).
(f) Completed Site Profile as per the Site Contamination Regulation of the *Environmental Management Act* (if required).

I HEREBY DECLARE that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge true and correct in all respects. I further declare that I am aware that should a development permit be issued, the CVRD is required by Section 927 of the *Local Government Act* to file notice of the issuance of the permit in the Land Title Office and that such notice will be filed against the title of the subject property.

_____ _____

Signature of Owner(s)

By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff and Advisory Planning Commission members as authorized by the Regional Board.

Where the applicant for development permit is <u>not</u> the owner of the subject property, the following consent form must be filled out by the registered owner(s) of the property:

I _____, the registered owner, of

_____

do hereby authorize _____, to act on my behalf with respect to the above described development permit, and I acknowledge that all correspondence and communications regarding this matter shall be between_____

_____and the Cowichan Valley Regional District.

_____ _____

Signature of Owner Signature of Agent

Date_____ Date_____

ADDRESS APPLICATION TO:

General Manager
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, B.C. V9L 1N8

COWICHAN VALLEY REGIONAL DISTRICT

APPLICATION FOR DEVELOPMENT VARIANCE PERMIT

1. Name of Owner _____
2. Address of Owner _____
3. Telephone No. of Owner _____fax:_____email:_____
4. Name of Applicant _____
5. Address of Applicant _____
6. Telephone No. of Applicant _____fax:_____email:_____
7. Legal Description of Property _____

   _____
8. Civic Address of Property _____
9. Size of Property _____
10. Existing Use of Property _____
11. Adjacent Land Use:

    North _____

    South _____

    East _____

    West _____
12. Zoning _____
13. Official Plan Designation _____
14. Proposed Use of Property _____

    _____
15. I require a variance to Section _____of CVRD Bylaw No._____

    which states: _____
16. Indicate the extent of the variance requested and the justification for the proposed variance

    _____

    _____

DECLARATION PURSUANT TO THE *ENVIRONMENTAL MANAGEMENT ACT*

I, _____, owner of land described above on this application form, hereby declare that the land which is the subject of this application has not to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial purposes and activities (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a site profile under Section 20.11 or any other section of the *Environmental Management Act*.

_____ _____

Signature Date

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

(a) One copy of the legal plan of the property
(b) Scale plan of the property or properties showing true dimensions and shape of the property, the site location of proposed and existing buildings, the approximate location of the buildings on adjoining properties and, where applicable, additional information such as dimensioned floor plans, elevations, watercourses, areas of standing water, etc. (Note: At least one copy of any submissions must be a maximum of 11"x17" in size.)
(c) State of Title Certificate (available from the Land Titles Office, in Victoria or through a title search company, notary or lawyer) and copies of the easement, covenant and right-of-way documents etc on the title.
(d) Additional material, certified resolutions or comments in support of the application.
(e) Payment of the applicable application fee (see fee schedule).
(f) Completed Site Profile as per the Site Contamination Regulation of the *Environmental Management Act* (if required).

I HEREBY DECLARE that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge true and correct in all respects. I further declare that I am aware that should a development variance permit be issued, the CVRD is required by Section 927 of the *Local Government Act* to file notice of the issuance of the permit in the Land Title Office and that such notice will be filed against the title of the subject property.

_____ _____

Signature of Owner(s)

By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff, Advisory Planning Commission members and Agricultural Advisory Committee members as authorized by the Regional Board.

Where the applicant for development variance permit is <u>not</u> the owner of the subject property, the following consent form must be filled out by the registered owner(s) of the property:

I_____, the registered owner of

_____

do hereby authorize _____, to act on my behalf with respect to the above described development variance permit, and I acknowledge that all correspondence and communications regarding this matter shall be between _____ and the Cowichan Valley Regional District.

_____ _____

Signature of Owner Signature of Agent

Date_____ Date_____

ADDRESS APPLICATION TO:

General Manager
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C. V9L 1N8

COWICHAN VALLEY REGIONAL DISTRICT

APPLICATION FOR REZONING AND/OR OFFICIAL PLAN AMENDMENT, LAND USE CONTRACT AMENDMENT OR RURAL LAND USE BYLAW AMENDMENT

1. Name of Owner _____
2. Address of Owner _____
3. Telephone No. of Owner _____ fax: _____email:_____
4. Name of Applicant _____
5. Address of Applicant _____
6. Telephone No. of Applicant _____fax:_____email:_____
7. Legal Description of Property _____

   _____
8. Civic Address of Property _____
9. Size of Property _____
10. Amount of property in the ALR _____ (if applicable)
11. Amount of property in the FLR _____ (if applicable)
12. Existing use of property _____
13. Adjacent land use:

    North _____

    South _____

    East _____

    West _____
14. Services Provided and/or proposed by applicant

    Sewage Disposal _____

    Water Supply _____

    Road Access _____

    Other _____
15. Existing Zoning _____
16. Existing Official Plan Designation _____

17. Proposed Zoning _____

18. Proposed Official Plan Designation _____

19. Bylaw text change requested (if applicable): _____

20. Proposed use and reasons for requesting the change:

_____

_____

_____

_____

DECLARATION PURSUANT TO THE *ENVIRONMENTAL MANAGEMENT ACT*

I, _____, owner of land described above on this application form, hereby declare that the land which is the subject of this application has not to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial purposes and activities (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a site profile under Section 20.11 or any other section of the *Environmental Management Act*.

_____ _____

Signature Date

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

(a) One copy of the legal plan of the property

(b) Scale plan of the property or properties showing true dimensions and shape of the property, the site location of proposed and existing buildings, the approximate location of the buildings on adjoining properties and, where applicable, additional information such as dimensioned floor plans, elevations, watercourses, areas of standing water, etc. (Note: At least one copy of any submissions must be a maximum of 11"x17" in size.)

(c) State of Title Certificate (available from the Land Titles Office, in Victoria or through a title search company, notary or lawyer) and copies of all easement, covenant and right-of-way documents, etc. on the title.

(d) Additional material, certified resolutions or comments in support of the application.

(e) Payment of the applicable application fee (see fee schedule).

(f) Completed Site Profile as per the Site Contamination Regulation of the *Environmental Management Act* (if required).

I HEREBY DECLARE that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge true and correct in all respects. I further declare that I am aware that should a permit be issued, the CVRD is required by Section 927 of the *Local Government Act* to file notice of the issuance of the permit in the Land Title Office and that such notice will be filed against the title of the subject property.

_____ _____

Signature of Owner(s)

By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff, Advisory Planning Commission members and Agricultural Advisory Committee members as authorized by the Regional Board.

Where the applicant for re-zoning, plan amendment, land use contract amendment or rural land use bylaw amendment is not the owner of the subject property, the following consent form must be filled out by the registered owner(s) of the property:

I _____, the registered owner, of

_____

do hereby authorize _____, to act on my behalf with respect to the above described rezoning/plan amendment, and I acknowledge that all correspondence and communications regarding this matter shall be between _____ and the Cowichan Valley Regional District.

_____	_____
Signature of Owner	Signature of Agent
Date _____	Date _____

ADDRESS APPLICATION TO:

General Manager
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C. V9L 1N8

COWICHAN VALLEY REGIONAL DISTRICT

APPLICATION FOR TEMPORARY USE PERMIT

1. Name of Owner _____
2. Address of Owner _____
3. Telephone No. of Owner _____fax:_____email:_____
4. Name of Applicant _____
5. Address of Applicant _____
6. Telephone No. of Applicant _____fax:_____email:_____
7. Legal Description of Property _____

   _____
8. Civic Address of Property _____
9. Size of Property _____
10. Amount of property in the ALR _____(if applicable)
11. Amount of property in the FLR _____(if applicable)
12. Existing Use of Property _____
13. Adjacent Land Use

    North _____

    South _____

    East _____

    West _____
14. Services Provided and/or proposed by applicant

    Sewage Disposal _____

    Water Supply _____

    Road Access _____

    Other _____
15. Existing Zoning _____
16. Existing Official Plan Designation _____
17. Proposed use and reasons for requesting a permit:

    _____

    _____

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

(a) One copy of the legal plan of the property

(b) Scale plan of the property or properties showing true dimensions and shape of the property, the site location of proposed and existing buildings, the approximate location of the buildings on adjoining properties and, where applicable, additional information such as dimensioned floor plans, elevations, watercourses, areas of standing water, etc. (Note: At least one copy of any submissions must be a maximum of 11"x17" in size.)

(c) State of Title Certificate (available from the Land Titles Office, in Victoria or through a title search company, notary or lawyer) and copies of all easement, covenant and right-of-way documents etc on the title.

(d) Additional material, certified resolutions or comments in support of the application.

(e) Payment of the applicable application fee (see attached).

I HEREBY DECLARE that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge true and correct in all respects. I further declare that I am aware that should a development permit be issued, the CVRD is required by Section 927 of the *Local Government Act* to file notice of the issuance of the permit in the Land Title Office and that such notice will be filed against the title of the subject property.

_____ _____

Signature of Owner(s)

By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff, Advisory Planning Commission members and Agricultural Advisory Committee members as authorized by the Regional Board.

Where the applicant for a temporary use permit is <u>not</u> the owner of the subject property, the following consent form must be filled out by the registered owner(s) of the property:

I _____, the registered owner, of

_____

do hereby authorize _____, to act on my behalf with respect to the above described temporary use permit, and I acknowledge that all correspondence and communications regarding this matter shall be between _____ _____ and the Cowichan Valley Regional District.

_____	_____
Signature of Owner	Signature of Agent
Date _____	Date _____

ADDRESS APPLICATION TO:

General Manager
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C. V9L 1N8

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SCHEDULE B

To CVRD BYLAW NO. 3275

Includes the following Fee Schedules:

1. Development Permit Fees
2. Development Variance Permit Fees
3. Rezoning/Official Plan Amendment Fees
4. Miscellaneous Fees
5. Subdivision Fees

FEE SCHEDULE - DEVELOPMENT PERMIT

TYPE OF APPLICATION		**FEE**
Environmental Protection Development Permit Areas:		
- Riparian Areas Regulation DPA:	)-	
- Mill Bay DPA – with Riparian Areas Regulation	)-	**$ 200.**
- Cowichan River DPA – Cowichan-Koksilah OCP	)-	**plus $200.**
- Stream Protection DPA – Saltair	)-	**for each parcel**
- Habitat Protection DPA – Saltair	)-	**or dwelling unit**
- Watercourse Protection DPA – Youbou/Meade Creek	)-	
All Other Development Permit Areas:		
Minor Commercial or Industrial: (Structures less than 200 m^2 in area)		**$400.***
Major Commercial or Industrial: (Structures 200 m^2 in area or greater)		**$400.* plus $100. for each 100 m^2 of gross floor area**
Sign Only:	**=.75 m^2**	**$ 20.***
	>.75 m^2 and <3 m^2	**$ 40.***
	= or >3 m^2	**$100.***
Exterior Cosmetic Renovations, Parking and Loading Changes:		**$300.***
Residential: One Dwelling or Parcel		**$200.***
Residential: More than one Dwelling or Parcel		**$200*, plus $200. for each parcel or dwelling unit**

***** where a development permit application also includes a variance, an additional $200. is required

ENVIRONMENTAL/GEOTECHNICAL CONSULTANT FEE: See note below

NOTES:

1. In the cases where environmental or geotechnical reports have been submitted by the applicant as part of an application, the Board may require an independent review prior to any decision being made on a development permit. In such cases, the applicant will be required to pay the Regional District for the estimated costs of the independent review (up to $5,000. maximum) before the review is undertaken.
2. Where a property that is the subject of an application for a development permit lies in multiple development permit areas, only one development permit fee will be charged.
3. In the event that the application is approved by the Regional Board, a further charge of $25. per parcel is payable to the CVRD, to cover the cost of filing notice at the Land Titles office.

FEE SCHEDULE - DEVELOPMENT VARIANCE PERMIT

TYPE OF APPLICATION	**FEE**
DEVELOPMENT VARIANCE PERMIT:	**$ 400.**

NOTE:

1. In the event that the application is approved by the Regional Board, a further charge of $25. per parcel shall be payable at the time of but prior to the issuance of the permit so as to cover the cost of filing notice of the permit at the Land Titles office.

2. If more than one parcel is the subject of the application, a separate development variance permit application fee shall be required for each parcel and/or for each building or dwelling if separate variances are required for each.

FEE SCHEDULE - REZONING/OFFICIAL PLAN AMENDMENT

TYPE OF APPLICATION		FEE
(a)	OFFICIAL PLAN AMENDMENT, no new density:	**$2200.**
(b)	OFFICIAL PLAN AMENDMENT, new density:	**$2200.** plus amounts shown in (e) and (f)
(c)	OFFICIAL PLAN AMENDMENT COMBINED WITH ANY ZONING AMENDMENT:	**$2400.** plus amounts shown in (g) and (h) and (e) below, if applicable
(d)	ZONING MAP AND/OR TEXT AMENDMENT:	**$2200.** plus amounts shown in (g) and (h) and (e) below, if applicable
(e)	OFFICIAL PLAN AMENDMENT ONLY, ALLOWING 3 OR MORE NEW DWELLINGS OR PARCELS:	an additional $80. for each dwelling or parcel ("density unit") permitted by the amendment Bylaw [4, 5]
(f)	OFFICIAL PLAN AMENDMENT ONLY, ALLOWING FOR COMMERCIAL OR INDUSTRIAL: (for parcels 0.3 ha or greater in area):	$80. plus a further $80. for each additional 0.1 ha of parcel area ("density unit") to be redesignated [4,5]
(g)	ZONING ALLOWING 3 OR MORE NEW DWELLINGS OR PARCELS:	an additional $120. for each dwelling or parcel ("density unit") permitted by the amendment Bylaw [4]
(h)	ZONING FOR COMMERCIAL OR INDUSTRIAL: (for parcels 0.3 ha or greater in area)	$120. plus a further $120. for each additional 0.1 ha ("density unit") of parcel area [4]

ENVIRONMENTAL/GEOTECHNICAL CONSULTANT FEE:
In the cases where environmental or geotechnical reports have been submitted by the applicant as part of an application, these reports may require an independent review prior to any decision being made on a development permit. The applicant shall be required to pay the Regional District for the estimated costs of the independent review (up to $5,000. maximum) before the review is undertaken.

Notes and superscripts:

1. The application fees prescribed above shall be due upon application regardless of whether or not the rezoning/plan amendment application is approved.
2. **Refund Policy:** If an application for amendment of an Official Plan, Zoning or Land Use Contract is withdrawn, denied by the Board or deemed inactive in accordance with Section 14 of this Bylaw, in all cases prior to the CVRD having caused a Newspaper Notice to be published:
   - a full refund will be given only where the file has not been worked on at all by CVRD Development Services staff;
   - a refund of $1,500. will be given to the applicant, in cases where the application fees were either $2,200. or $2,400.;
   - a refund of $1,500. plus an additional 33% (percent) of additional "density unit" application fees paid will be given to the applicant.
3. All applications must be acted upon. Any rezoning application that has been inactive for more than one calendar year is considered defunct and closed unless otherwise determined by the Regional Board. Should the applicant wish to reactivate the file, he or she must re-apply and submit the required fees.
4. For residential development, the number of dwellings or parcels permitted shall be calculated by dividing the total area of the site to be rezoned by the maximum parcel or dwelling density allowed by the proposed zone regardless of the level of water or sewer servicing.
5. Where an OFFICIAL PLAN amendment application has been made that would affect use of land or density, and additional application fees of $80 per "density unit" have been paid, a complementary ZONING BYLAW amendment application fee of $2200 PLUS an additional application fee of $40 per "density unit" must be paid, provided this occurs within 60 days of adoption of the OFFICIAL PLAN amendment. If the gap between the adoption of the OFFICIAL PLAN amendment and ZONING BYLAW amendment application is longer than 60 days, the ZONING BYLAW amendment application shall be treated as if it is an entirely new application, with full application fees being levied.

FEE SCHEDULE - MISCELLANEOUS

TYPE OF APPLICATION	FEE
BOARD OF VARIANCE:	**$400.**
LAND USE CONTRACT AMENDMENT:	Same as for rezoning amendment, development permit, development variance permit (whichever is applicable) plus advertising costs
TEMPORARY USE PERMITS:	**$1,000.** plus advertising costs
LIQUOR LICENCE APPLICATION	**$1,500.** plus advertising costs
OTHER:	
CVRD Development Application Sign Deposit	**$30**
CVRD File Review Fee	**$150**
Restrictive Covenant Processing /Amendment Discharge Fee	**$250**

NOTE:

1. In the event that the application is approved by the Regional Board, a further charge of $25. per parcel shall be payable at the time of, but prior to, issuance of the permit so as to cover the cost of filing notice at the Land Titles office.
2. If more than one parcel is the subject of the application, a separate permit application fee shall be required for each parcel unit/or for each building or dwelling if separate variances are required for each.
3. The applicant will be sent a first invoice for the anticipated cost of the advertising for the public hearing/notice. The public hearing/notice will not be scheduled until payment of the first invoice has been received, and payment of the final invoice must be received prior to the recommendation being forwarded to the Regional Board.
4. In a case where an application is withdrawn or turned down by the Regional Board prior to the public notification process having commenced, a refund of $100. shall be returned to the applicant.

FEE SCHEDULE - SUBDIVISIONS

TYPE OF APPLICATION	FEE
SUBDIVISIONS OR BOUNDARY ADJUSTMENT:	**$500** for boundary adjustment or first new lot, plus an additional $500 for the second and every subsequent new parcel

Prior to final approval and signature of a plan of subdivision by the Approving Officer, a fee of $500 for every new parcel to be created shall be due and payable to the Cowichan Valley Regional District Development Services Department.

Additional fees as shown below shall be due and payable to the Cowichan Valley Regional District Engineering Services Department for properties that are within an existing local service area or are proposed to become designated a local service area (water and/or sewer utility) under the jurisdiction of the Cowichan Valley Regional District, based on the following noted formula.

SUBDIVISIONS: SEWER UTILITY	**$100. plus $50.** for every new parcel within a sewer utility local service area owned and operated by the CVRD
SUBDIVSIONS: WATER UTILITY	**$100. plus $50.** for every new parcel within a water utility local service area owned and operated by the CVRD
SUBDIVISIONS: SEWER & WATER UTILITY	**$200. plus $50.** for every new parcel within water & sewer utilities local service area owned and operated by the CVRD

C·V·R·D

SCHEDULE C

To CVRD BYLAW NO. 3275

Sign Specifications:

1. **Sign Size:**
   - **91 cm x 91 cm, minimum dimensions**

2. **Sign Material:**
   - **Corrugated plastic, plywood or other durable material**
   - **Colour: white background**

3. **Sign Lettering:**
   - **Block lettering in black paint or black vinyl**
   - **Major headings as per Schedule D: 7 cm letters (minimum)**
   - **Secondary headings as per Schedule D: 5 cm letters (minimum)**
   - **All other words: 4 mm (minimum)**

4. **Sign Content:**
   - **Sign content shall be substantially as shown on Schedule C, Page 2, or**
   - **Sign content may be varied from the above with the prior consent of the General Manager of Planning and Development or nominated designate, provided the sign meets all of the minimum requirements of this Schedule and adequately provides public notice.**

5. **Sign Installation**
   - **Notice of Development Application signs shall be installed in a sound manner, be capable of withstanding typical winds and weather, and be clearly legible from the fronting road right-of-way.**

C·V·R·D

NOTICE of DEVELOPMENT APPLICATION

AN APPLICATION HAS BEEN SUBMITTED TO THE COWICHAN VALLEY REGIONAL DISTRICT AS DESCRIBED BELOW:

For details of the insert, see Schedule D

For further information, please contact:
Planning and Development Department
COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street, Duncan, BC V9L 1N8
Telephone: (250) 746-2620 or 1-800-665-3955

C·V·R·D

SCHEDULE D

To CVRD BYLAW NO. 3275

SCHEDULE D – Sign Information (sample)

Type: **DEVELOPMENT PERMIT with VARIANCE**		
Applicant's name and address: **ABCD Developments Inc.** **PO Box 1234** **Duncan, B.C. V0V 0V0** **Tel: (250) 123-4567**	***Subject property:*** **9876 Somewhere Road** **Lot 1, Block B, Plan 785 B, Shawnigan Land District**	***Parcel Area:*** **2000 m^2** **(1/2 acre)**
***OCP Designation*: Residential** ***Development Permit Area*: Yes**	***Zoning* : R-3** **Village Residential Serviced**	***ALR*: Out** ***FLR*: Out**
Summary:		
Map:		